



# Prior Learning Assessment Credit By Examination Application

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

PTC Student Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Designate the type of credit by examination being petitioned, and follow the instructions given.

Evaluation of national or state certification/licensure; or non-transferable credit

Document(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Results: \_\_\_\_\_

A \$25 PLA Assessment Fee is due prior to evaluation of credit. Complete this form and submit it to the business office along with the payment. Once the fee has been paid, submit the official exam results to the PLA Coordinator. If course credit is awarded, a PLA Credit Hour Fee will be assessed at the rate of 25% of current tuition and must be paid in order to have the credit posted on the student's transcript.

Business Office: Charge Code 63603 PLA Exam App Fee.

Challenge Exam

Name of Exam: \_\_\_\_\_

Type of Exam:  Written or Computer Exam  Practical Exam

To register for a college-conducted challenge exam, a \$100 Challenge Exam fee is due. Complete this form and submit it to the business office along with the payment. Once the fee is paid, the student may report to the testing location.

Business Office: Charge Code 63604 PLA Exam App Fee.

I understand I must submit this completed request, pay any necessary fees, and provide official records of results in order to petition for credit. Paying a fee is not purchasing credit. I understand I am not guaranteed credit and that my request will be evaluated by an expert in the petitioned field of study. Therefore, I understand refunds are not issued once fees are paid. I understand that any credit hours awarded do not count toward the college's residency requirement nor will I be able to receive credit twice for a course awarded by PLA. If denied credit, I understand I cannot petition for credit again by any option defined under the college's PLA policy. I understand that PTC cannot guarantee the transfer of any credit awarded under PLA to another college or university.

Student Signature

Date

Official Use Only:

Business office: attach copy of receipt and send this form to the PLA Coordinator.

PLA Coordinator

Request Received: \_\_\_\_\_ By: \_\_\_\_\_ Official Scores Received: \_\_\_\_\_ By: \_\_\_\_\_